

REVENUE DEPARTMENT



(Pending Reallocation)

Corrected Copy

JOB RE-ANNOUNCEMENT

		POSTING DATE	
		06/26/06	
		CLOSING DATE	
		07/03/06	
ANNOUNCEMENT NUMBER		085-06	
JOB TITLE/JOB CODE NUMBER		PAYGRADE	SALARY RANGE (MONTHLY)
Information & Referral Specialist 1 60911 Unclassified		10	\$1,786.24 - \$3,127.98
DIVISION		POSITION #	
Motor Vehicle Division		00125932	
UNIT NAME/LOCATION		Salvage/Tradeport	
THIS ANNOUNCEMENT IS OPEN TO:			
<p>A. <input type="checkbox"/> CURRENT QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES ONLY.</p> <p>B. <input type="checkbox"/> CURRENT AND FORMER QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES.</p> <p>C. <input type="checkbox"/> CURRENT AND FORMER QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES, AND CURRENT TEMPORARY OR HOURLY EMPLOYEES WITH AT LEAST SIX MONTHS OF EMPLOYMENT IN THE DEPARTMENT OF REVENUE IN THE PAST TWO YEARS WHO MEET THE MINIMUM QUALIFICATIONS FOR THE POSITION AND WHO HAVE SUCCESSFULLY PASSED THE APPLICABLE MERIT SYSTEM TEST IF REQUIRED.</p> <p>D. <input type="checkbox"/> CURRENT AND FORMER QUALIFIED REGULAR STATE EMPLOYEES.</p> <p>E. <input type="checkbox"/> EXISTING LIST OF MERIT SYSTEM JOB SITE AVAILABLE APPLICANTS.</p> <p>F. <input type="checkbox"/> PUBLIC ANNOUNCEMENT - Georgia Merit System Job Site http://thejobsite.org/</p> <p>G. <input checked="" type="checkbox"/> ALL QUALIFIED APPLICANTS.</p>			
SUBMIT <u>TWO</u> COMPLETED MERIT SYSTEM APPLICATIONS OR RESUMES POSTMARKED OR HAND DELIVERED NO LATER THAN THE CLOSING DATE.			
Applications should be submitted to: Georgia Department of Revenue Human Resources, Suite 2225 1800 Century Blvd., NE Atlanta, Georgia 30345-3205			
If you need an accommodation, due to a disability, for any part of the employment process, please contact the Human Resources Office at (404) 417-2140 or (404) 417-2160 (TDD)			
GENERAL NATURE OF DUTIES/RESPONSIBILITIES ASSIGNED TO THIS POSITION			
Under general supervision receives and processes applications for the issuance of certificates of title to walk-in customers. Receives and resolves complaints and/or inquiries from the general public. Researches policies and responds to customers' inquiries. Prepares correspondence when documents are not in order. Collects fees and balances cash drawer. Maintains security of blank certificates of titles at all times. Exhibits a high level of ethical behavior and professionalism at all times.			
MINIMUM TRAINING AND EXPERIENCE			
One year of full-time (or equivalent part-time) work experience providing information, complaint and/or problem resolution to the public OR Completion of a bachelor's degree at a four-year college or university. Experience using a computer for information retrieval or tracking and/or for word processing is essential.			
PREFERRED QUALIFICATIONS			
Completion of a high school diploma or equivalent (GED). Good customer service skills, including one year of experience working with the public in person and by telephone. One year of experience using an online computer terminal and entering data into a computer system. Good work history for the past five years. Must be flexible and have the ability to multi-task. Ability to work under stress/pressure. Ability to work independently. Experience balancing a cash drawer. Ability to lift, move and carry up to 30 lbs. One year of experience reviewing legal documents. Experience verifying information using a computer terminal, reference books/manuals, valuation books, or departmental records. Ability to meet the terms and conditions of employment with the Motor Vehicle Division.			
COMMENTS			
Previous applicants are still being considered and need not re-apply.			

Due to the large volume of applications received by this office, only those applicants selected for interview will be notified of the final applicant selection.